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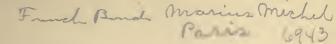
# NEW YORK PUBLIC LIBRARY

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# CENTRAL BUILDING GUIDE







# THE

## NEW YORK PUBLIC LIBRARY

### ASTOR LENOX AND TILDEN FOUNDATIONS

## **CENTRAL BUILDING GUIDE**





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http://www.archive.org/details/centralbuildingg00newyiala

THE BUILDING at Forty-second street and Fifth avenue contains the general administration offices of The New York Public Library, the central reference collection of over a million volumes, and a circulation collection of 30,000 volumes. It stands on a part of the site of the old Croton distributing reservoir and was built by the City of New York, at a cost of about \$9,000,000, for occupation by The New York Public Library. The act providing for its erection was passed by the Legislature 19 May 1897. Carrère and Hastings were appointed architects on 9 December following. the cornerstone was laid on 10 November 1902, the building was opened to the public on 23 May 1911.

The building is in form of a rectangle, 390 feet long and 270 feet deep, built around two inner courts each about 80 feet square; it has a cellar, basement, and three upper floors. The area covered is about 115,000 square feet, the cubic contents 10,380,000 cubic feet. The material is largely Vermont marble (375.000 cubic feet), bonded in brick walls. There are seats for 768 readers in the main reading room, and seats in other public rooms bring the total capacity up to 1,760. In the main stack room are 334,530 feet (63.3 miles) of shelving, with capacity for about 2,500,000 volumes. Book stacks in the special reading rooms amount to about 70.000 feet, with capacity for about 500.000 volumes.

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As the building is large, and the distances between rooms are great, the reader or visitor may save some useless steps if he will read and follow the appended statement of the functions of the various rooms and departments.

The main reading room is on the third (top) floor of the building, on the west or Bryant Park side. It is reached by stairs leading from the Fifth avenue entrance or, more easily, by the elevators in the hall to the left of the Forty-second street entrance on the street level. Subject to a few simple regulations, any well-behaved, unobjectionable person may have brought to him, for consultation within this room, practically any book in the building. For detailed investigation special reading rooms are provided in various parts of the building, as noted below, where a reader may have direct access to the books there shelved.

A visitor who wishes a definition, direction, or similar brief summary will probably find it most convenient to use the few reference books in the circulation room (80) opposite the Forty-second street entrance. If these fail he will have to go to the main reading room. A visitor who wishes to spend an hour in casual or aimless browsing may do so in the circulation room (80), or among the books on open shelves in the main reading room, or among the current periodicals in the room at the southeast corner of the first floor (111).

With a few exceptions, as set forth in

detail below, the reading rooms are open from 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays. Books from the special reading rooms are available for consultation in the main reading room when the smaller rooms are closed.

Public rooms in the building are as follows:

## BASEMENT FLOOR

#### ENTRANCE ON FORTY-SECOND STREET

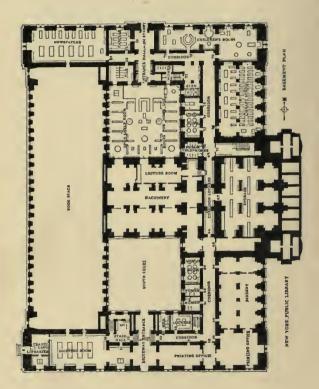
CHECKING ROOM (no. 81), for coats, parcels, umbrellas, etc., to the right, in the entrance lobby.

CIRCULATING LIBRARY (80), opposite Fortysecond street entrance. Any well-behaved, unobjectionable person may read books within the room; cardholders only may take books out for home use. This room is open from 9 a. m. to 10 p. m. every week day (*including all holidays*), and from 2 to 6 p. m. on Sundays.

NEWSPAPER ROOM (84), at end of corridor, to the right. Bound volumes of newspapers (except eighteenth century American papers) are to be consulted here. Open 9 a.m. to 10 p.m. on week days; 1 to 10 p.m. on Sundays.

CHILDREN'S ROOM (78), along corridor, to the left. Open 9 a.m. to 6 p.m. on week days. No age limit for children using this room; children under sixteen are not admitted to the general reading rooms unless accompanied by adults.

ELEVATORS to upper floors, off the left hand corridor.



LIBRARY SCHOOL OFFICE (75), to the right, along Fifth avenue corridor. Open 9 a.m. to 5 p.m. on week days.

TELEPHONE ROOM and booths (70), to the right, along Fifth avenue corridor. Five pay stations, local and long distance connections. A reader expecting telephone calls while in the building should tell the operator his name and in which rooms he may be found.

TRAVELLING LIBRARY OFFICE, at the southwest corner of the building. Entrance from the Park side. Open 9 a. m. to 5 p. m. on week days.

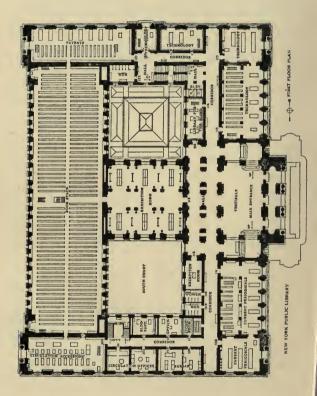
### FIRST FLOOR

#### ENTRANCE ON FIFTH AVENUE

CHECKING ROOM, for coats, parcels, umbrellas, etc., to the left, under staircase.

EXHIBITION ROOM (113), across the hall, opposite the Fifth avenue entrance. On view here are books of interest, manuscripts, maps, prints, etc., the individual pieces displayed being changed from time to time as occasion demands. Through the glass door in the west wall can be seen one floor of the main stack room with book lifts in the centre. Open 9 a. m. to 6 p. m. on week days, 1 to 5 p. m. on Sundays.

CURRENT PERIODICALS READING ROOM (111), entrance from the hall to the left of the main entrance. Over 7,000 current periodicals on file for consultation within the building. Back files of periodicals must be called for in the public catalogue room on the third floor.



The more technical periodicals relating to public documents, American history, music are to be consulted in the special reading rooms devoted to those subjects, the more popular ones in this room. Current newspapers are on file in the newspaper room on basement floor. Periodicals room open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays.

LIBRARY FOR THE BLIND (116), along hall (court side) to right of main entrance. Open 9 a.m. to 5 p.m. on week days.

TECHNOLOGY ROOM (115), along hall (avenue side) to right of main entrance. Open 9 a. m. to 10 p. m. on week days, 1 to 10 p. m. on Sundays.

PATENTS ROOM (121), west end of Fortysecond street corridor. Open 9 a. m. to 6 p. m. on week days. Patents may be consulted on evenings and Sundays by arrangement with the technology librarian in room 115.

BURSAR'S OFFICE (104), Fortieth street corridor, south side. Open 9 a.m. to 5 p.m. on week days.

CHIEF OF CIRCULATION DEPARTMENT (102), Fortieth street corridor, south side. Headquarters of the branch library system. Open 9 a.m. to 5 p.m. on week days.

SUPERVISOR OF WORK WITH CHILDREN (105), Fortieth street corridor, court side. Open 9 a.m. to 5 p.m. on week days.

BUILDING SUPERINTENDENT'S OFFICE (103), on Fortieth street corridor, court side. Open 9 a. m. to 5 p. m. on week days.

### SECOND FLOOR

#### REACHED BY FIFTH AVENUE OR FORTY-SECOND STREET STAIRS OR BY ELEVATORS

DIRECTOR'S OFFICE (210), entrance from Fifth avenue corridor (avenue side), to left of main stairway. General headquarters of the Library. Open 9 a. m. to 5 p. m. on week days.

ASSISTANT DIRECTOR'S OFFICE (211), entrance from Fifth avenue corridor (court side), to left of main stairway. Open 9 a. m. to 5 p. m. on week days.

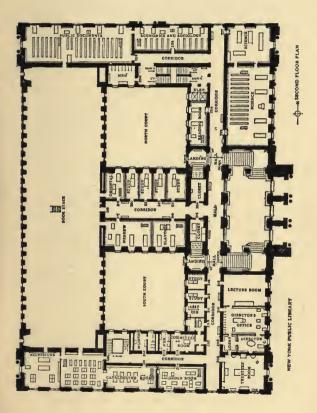
SLAVONIC COLLECTION (216), entrance from central hall at right angle to Fifth avenue corridor. Open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays. Books in Russian, Polish, and other Slavonic languages.

JEWISH COLLECTION (217), entrance from central hall at right angle to Fifth avenue corridor. Open 9 a. m. to 10 p. m. on week days. 1 to 10 p. m. on Sundays.

ORIENTAL COLLECTION (219), entrance from central hall at right angle to Fifth avenue corridor. Books in Arabic, Persian, Turkish, Chinese, Japanese, and other eastern languages. Open 9 a. m. to 6 p. m. on week days.

SCIENCE ROOM (225), entrance from Fifth avenue corridor (avenue side) to right of main stairway. Open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays.

ECONOMICS AND SOCIOLOGY ROOM (228), entrance on Forty-second street corridor. Open



9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays.

PUBLIC DOCUMENTS ROOM (229), west end of Fifth avenue corridor. Open 9 a. m. to 10 p. m. on week days, 1 to 10 p. m. on Sundays.

### THIRD FLOOR

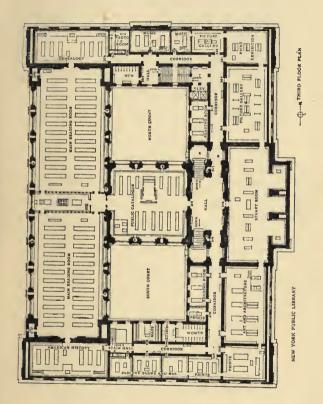
#### REACHED BY FIFTH AVENUE OR FORTY-SECOND STREET STAIRS OR BY ELEVATORS

PUBLIC CATALOGUE ROOM (315) AND MAIN READING ROOM, entrance at head of stairs on Fifth avenue corridor.

At the information desk in the centre of the public catalogue room is the Information Librarian. He and his assistants are there to help readers who need or ask for help.

Here is the general card catalogue of the Library. The cards in the drawers along the west, north, and east sides of the room, to the right as one enters, record by author and subject (in some cases, by title) all books available for consultation in the building; the arrangement is in one alphabet. Letters on the upper right hand corner of the cards indicate where the books are located.

The reader should decide which author he is looking for or which subject he wishes to examine; take to a consulting table the tray containing the cards relating to this author or subject; there copy, on application slips provided for the purpose, the name of the author, the title and date of publication of the book, and the class or shelf mark, (*i. e.*, the letters on



the upper right hand corner) as indicated on the catalogue card, using one slip for each separate work.

He should then return the tray to its proper place and hand in his slip or slips at the pneumatic tubes in the information desk in the middle of the room.

The attendant will give him in exchange for the slips a card bearing a number.

The reader should then take this card into the main reading room, through the door opposite the entrance, going into the north room, to the right, if his card number is odd, into the south room, to the left, if the number is even.

In the main reading room, the reader should wait in front of the indicator over the delivery desk until this indicator shows the same number as the one on his card. This means that his books are ready for him; they will be delivered on surrender of his indicator card. He may then take them to any unoccupied seat in the room.

When he has finished with them he should return them to the east end of the delivery desk, and tell the attendant his name.

If the reader chooses to go first into the main reading room, select a seat, return to the public catalogue room and write that seat number on his application slip, he may then file his slip and go directly to the seat he has chosen, without waiting before the indicator. As soon as his books are received by the desk attendants they will be delivered at his seat, if he is there to receive them.

If the reader has drawn some books and needs others he should return to the public catalogue room, fill out the necessary slips, and hand them in as before; this time, however, he should put on his slips the number of the seat at which he has been working in the main reading room. He now receives no numbered waiting card, for his books will be delivered to him at the seat noted on his application slip, if he is there to receive them.

On the west side of the public catalogue room, to the left of the door into the main reading room are sets of the printed catalogues of the British Museum library and the Bibliothèque Nationale of Paris, with a selection of ready reference books. On the south side are filed catalogue cards of the Library of Congress at Washington and a set of cards recording by authors the books available for withdrawal for home use from the circulation room (80) and the children's room (78) on the basement floor.

Along the walls of the main reading room are shelved about 25,000 volumes that may be read without the formality of signing application blanks. These works may be taken to the tables or may be consulted on the lecturns at the end of each reading table; they should be returned promptly to their places when through with. Modern general atlases are shelved in stands near the delivery desk. Large maps may be consulted on the rolls at the north and south ends of this room. For extended study of maps and atlases the reader should go to the map room (304) on this floor, along the Fortieth street corridor.

The public catalogue room and the main reading room are open from 9 a.m. to 10 p.m. on week days (*including all holidays*), 1 to 10 p.m. on Sundays.

STUART ROOM (316), at head of main stairway, opposite public catalogue room. The books, pictures, shells, minerals, objects of art, etc., in this room were bequeathed to the Lenox Library in 1892 by Mrs. Robert L. Stuart. Open 9 a. m. to 6 p. m. on week days. Closed on Sundays.

ART AND ARCHITECTURE ROOM (313), along Fifth avenue corridor, to the south. Books on the graphic arts, sculpture, architecture, etc. Open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays.

PRINT ROOM (308), southeast corner. For admission to study prints application should be made to the Director; application blanks may be got from the attendant in charge or in the office of the Director. Open 9 a.m. to 6 p.m. on week days, 1 to 6 p.m. on Sundays.

MAP ROOM (304), along the Fortieth street corridor. Open 9 a. m. to 6 p. m. on week days.

AMERICAN HISTORY ROOM (300), southwest corner, entrance through main reading room. Open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays.

GENEALOGY ROOM (328), northwest corner, entrance through main reading room. Open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays.

MUSIC ROOM (324), Forty-second street corridor. Open 9 a.m. to 6 p.m. on week days.

PICTURE GALLERIES. Along the north end of the Fifth avenue front and the east end of the Forty-second street front are four picture galleries. The Stuart gallery, opposite the public catalogue room, is open from 9 a. m. to 6 p. m. on week days and is closed on Sundays. The other galleries are open from 9 a. m. to 6 p. m. on week days and from 1 to 5 p. m. on Sundays. The paintings in these galleries are a permanent collection. The prints and engravings are changed from time to time.

## DIRECTORY OF ROOMS

NAME OF OFFICE	FLOOR	ROOM NUMBER
Accessions Room	. 2	200a
American History		300
Architecture		313
Art		313
Assistant Director's		
Office	. 2	211
Bindery		60
Blind Books		116
Building Superintendent.	. 1	103
Bursar		104
Catalogue Room (Public	) 3	315
Cataloguing Room	. 2	200
Cataloguing Room	. 1	100
Checking Room	. Basement	81
Charleing Doom	. 1	∫ Under
Checking Room		) Stairs
Children's Rooms		78
Circulating Library	. Basement	80
Circulation Department		
Offices		102
Current Periodicals		111
Director's Office		210
Economics		228
Elevators		100
Engineer		103
Exhibition Room		113
Genealogy	. 3	328
Jewish Literature		217
Lecture Room		213
Library School	. Basement	75

NAME OF OFFICE F	LOOR	ROOM NUMBER
Main Reading Room	3	
Manuscripts		303
Maps		304
Music		324
Newspapers		84
Order Room		204
Oriental Literature	2	219
Patents		121
Periodicals (Current)	1	111
Photographing	3	326
Picture Galleries	3	316-322
Printing Office		58
Prints		308
Public Catalogue Room	3	315
Public Documents		229
Reading Room (Main)	3	
Science	2	225
Shipping Office	Basement	51
Slavonic Literature	2	216
Sociology	2	228
Stuart Collection	3	316
Supervisor of Work with		
Children	1	105
Supervisor of School		
Work	1	102
Technology	1	115
Telephones		70
Travelling Libraries		
Trustees' Room	2 *	206

### BOARD OF TRUSTEES

JOHN W. ALEXANDER, 116 East 65th street. WILLIAM W. APPLETON, 35 West 32nd street. JOHN L. CADWALADER, 40 Wall street. ANDREW CARNEGIE, 2 East 91st street. CLEVELAND H. DODGE, 99 John street. JOHN MURPHY FARLEY, 452 Madison avenue. SAMUEL GREENBAUM, 2 East 94th street. FREDERIC R. HALSEY, 22 West 53rd street. JOHN HENRY HAMMOND, 40 Wall street. LEWIS CASS LEDYARD, 54 Wall street. I. PIERPONT MORGAN, 23 Wall street. MORGAN J. O'BRIEN, 2 Rector street. STEPHEN H. OLIN, 32 Nassau street. HENRY FAIRFIELD OSBORN, American Museum of Natural History. WILLIAM BARCLAY PARSONS, 60 Wall street. George L. RIVES. 32 Nassau street. CHARLES HOWLAND RUSSELL, 15 Broad street. EDWARD W. SHELDON, 45 Wall street. GEORGE W. SMITH, 149 Madison avenue. FREDERICK STURGES, 31 Nassau street. HENRY W. TAFT, 40 Wall street. WILLIAM STEWART TOD. 5 Nassau street. WILLIAM J. GAYNOR, Mayor of the City of New York (ex-officio). WILLIAM A. PRENDERGAST, Comptroller of the City of New York (ex-officio). JOHN PURROY MITCHEL, President of the Board of Aldermen (ex-officio).

### OFFICERS

President: HON. JOHN L. CADWALADER, LL.D.

First Vice-President: HON. GEORGE L. RIVES, LL.D.

Second Vice-President: LEWIS CASS LEDYARD, ESQ.

Secretary: CHARLES HOWLAND RUSSELL, ESQ., 476 Fifth avenue.

Treasurer: EDWARD W. SHELDON, ESQ., United States Trust Company, 45 Wall street.

Director: Dr. JOHN S. BILLINGS, D.C.L., LL.D., 476 Fifth avenue.

Assistant Director: EDWIN H. ANDERSON, ESQ., 476 Fifth avenue.

## CENTRAL BUILDING STAFF

	ROOM
DR. JOHN S. BILLINGS, Director	210
EDWIN H. ANDERSON, Assistant director.	211
H. M. LYDENBERG, Chief reference libra-	
rian	210
I. FERRIS LOCKWOOD, Bursar	104
JOHN H. FEDELER, Building superintend-	101
ent	103
	105
C. H. A. BJERREGAARD, in charge of main	
reading room	
F. A. WAITE, in charge of public cata-	
logue room	315
Axel Moth, in charge of reference cata-	
loguing	200
W. B. A. TAYLOR, in charge of reference	
accessioning	200a
GEORGE J. COOMBES, in charge of refer-	
ence book orders	204
MISS G. P. HILL, in charge of reference	
periodicals	204
MISS M. V. LEAVITT, in charge of refer-	201
ence gift records	204
WILBERFORCE EAMES, in charge of Ameri-	
cana, reserve books, etc	300
FRANK WEITENKAMPF, in charge of art	
collection	313
EDWARD SILSKY, in charge of music col-	
lection	324
HENRY C. STRIPPEL, in charge of gen-	
ealogy collection	328

ROOM

HERMAN ROSENTHAL, in charge of Sla-	
vonic collection	216
A. S. FREIDUS, in charge of Jewish collec-	
tion	217
DR. RICHARD GOTTHEIL, in charge of ori-	
ental collection	219
DR. HENRYK ARCTOWSKI, in charge of	
science collection	225
DR. C. C. WILLIAMSON, in charge of eco-	
nomics collection	228
MISS A. R. HASSE, in charge of public	
documents collection	229
SHIPLEY W. RICKER, in charge of current	111
w. B. GAMBLE, in charge of technology	111
room	115
D. HARRIS UNDERHILL, in charge of news-	115
paper room	84
WILLIAM H. SCHWARTEN, Superintendent	
of printing office and bindery	- 58

BENJAMIN ADAMS, Chief of circulation	
department	102
H. O. WELLMAN, Assistant	102
MISS EMMA F. CRAGIN, in charge of cir-	
culation cataloguing	100
LEROY JEFFERS, in charge of circulation	
book orders	100
EDWIN WHITE GAILLARD, Supervisor of	
work with schools	102
MISS ANNIE CARROLL MOORE, Supervisor	
of work with children	105

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MISS ROSE MURRAY, Supervisor of circu-	
lation binding	102
MISS ANNA BURNS, in charge of central	
circulation	80
MISS JESSIE G. SIBLEY, in charge of chil-	
dren's room	78
MISS LUCILLE GOLDTHWAITE, in charge of	
library for the blind	116
MISS A. E. BROWN, in charge of travelling	
libraries	50a

Miss	MARY	. W.	Plummer,	Principal	of	
libra	ary so	chool.				75

### REGULATIONS

I. The public catalogue room, main reading room and the special reading rooms are open from 9 a. m. to 10 p. m. on week days, 1 to 10 p. m. on Sundays, except that the map room, music room, and children's room close at 6 p. m. on week days and the entire day on Sundays. The library for the blind closes at 5 p. m. on week days and for the entire day on Sundays. The central circulation room is open from 9 a. m. to 10 p. m. on week days and from 2 to 6 p. m. on Sundays. The print room is open from 9 a. m. to 6 p. m. on week days, 1 to 6 p. m. on Sundays.

II. The reading rooms, circulation room, picture galleries, and exhibition rooms are free to all; use of the print room is restricted to persons holding tickets of admission. Children under the age of fifteen must be accompanied by an adult except in the children's room.

III. The librarians and attendants shall at all times furnish readers with such information and help as will enable them to use the Library to the best advantage. They must see that all rules are strictly obeyed, but shall always act courteously and discreetly.

IV. No person who is intoxicated or otherwise objectionable to readers shall be admitted. No person shall abuse the privileges of the Library by immoral or unbecoming conduct, or by acting in such a manner as to cause annoyance to other readers. In any case requiring immediate action, the officer in charge may cause the offender to be at once excluded from the building, reporting the facts of the case to the Director.

V. In the main reading room certain shelves are set apart for books of reference, which readers are allowed to take down and examine at their pleasure. For all other books an application shall be made by filling out and signing one of the blanks provided for the purpose. No reader shall leave the Library without returning the books thus drawn and having them checked off, or in case of very large works, reporting them at the delivery desk.

VI. Specially rare and valuable books can only be obtained by permission of the Librarian in charge, and under such conditions and restrictions as he may prescribe. All periodicals and books must be used and handled with care, and readers will be held responsible for any damage to books while in their possession.

VII. It is forbidden to write upon, or mark with pen or pencil, any books or periodicals, or to turn down corners of leaves, or to make tracings of drawings or engravings except by the special permission of the Librarian in charge and under such restrictions as he may prescribe.

• VIII. In taking notes, pencils, not pens, shall be used, except by a special permit from the Librarian in charge. IX. Parcels and books must be left in the checking rooms near the 5th avenue and 42nd street entrances and hats and coats, canes and umbrellas should also be checked there. For this service there is no charge. Passes for books not belonging to the Library and needed for consultation within the building may be obtained from the checking room attendants.

X. Loud conversation, whispering, and disturbing noises are prohibited in the reading rooms. Smoking is forbidden in all parts of the building.

XI. The privilege of study in the print room is restricted to card holders; application blanks for these cards may be obtained in the Director's office or from the curator of prints.

Applications for the privilege of withdrawing books for home use should be made by adults in the circulation room opposite the 42nd street entrance, by children in the children's room near that entrance.

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### DIRECTORY OF BRANCHES

#### MANHATTAN

Central Building, 476 Fifth avenue, 40th to 42nd streets.

\*East Broadway, 33. (CHATHAM SQUARE.)

\*East Broadway, 192. (SEWARD PARK.)

\*RIVINGTON STREET, 61.

\*Houston street, 388 East. (HAMILTON FISH PARK.)

\*Leroy street, 66. (Hudson PARK.)

BOND STREET, 49.

8th street. 135 Second avenue. (Ottendorfer.) \*10th street, 331 East. (Tompkins Square.)

13th street, 251 West. (JACKSON SQUARE.)

\*23rd street, 228 East. (EPIPHANY.)

\*23rd street, 209 West. (MUHLENBERG.)

\*36th street, 303 East. (St. GABRIEL'S PARK.)

40th street, 501 West. (ST. RAPHAEL.)

42nd street, 226 West. (GEORGE BRUCE.)

50th street, 123 East. (CATHEDRAL.)

\*51st street, 742 Tenth avenue. (Columbus.) \*58th Street, 121 East.

\*67TH STREET, 328 East.

\*69th street, 190 Amsterdam avenue.

(RIVERSIDE.)

\*78th street, 1465 Avenue A. (WEBSTER.)

\*79th street, 222 East. (YORKVILLE.)

\*81st street, 444 Amsterdam avenue.

(ST. AGNES.)

\*96TH STREET, 112 East.
100th street, 206 West. (BLOOMINGDALE.)
\*110th street, 174 East. (AGUILAR.)
\*115TH STREET, 201 West.
\*124th street, 9 West. Mount Morris Park. (HARLEM LIBRARY.)
\*125TH STREET, 224 East.
\*135TH STREET, 103 West.
\*145th street, 503 West. (HAMILTON GRANGE.)
156th street. 922 St. Nicholas avenue. (WASHINGTON HEIGHTS.)

#### BRONX

- \*140th street, 321 East, corner of Alexander avenue. (MOTT HAVEN.)
- \*168th street, 78 West, corner of Woodycrest avenue. (HIGH BRIDGE.)
- \*169th street, 610 East. (MORRISANIA.)
- \*176th street, 1866 Washington avenue.

(TREMONT.)

\*230th street. 3041 Kingsbridge avenue. (KINGSBRIDGE.)

#### RICHMOND

- \*ST. GEORGE. 5 Central avenue. Tompkinsville P. O.
- \*PORT RICHMOND. 75 Bennett street, Port Richmond P. O.
- \*STAPLETON. 132 Canal street, corner of Brook street, Stapleton P. O.
- \*TorTENVILLE. 7430 Amboy Road, near Prospect avenue, Tottenville P. O.

<sup>\*</sup> Carnegie buildings, open full hours every week day (legal holidays included).

Bradstreet

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